

Functions of Personnel & Training Section/Admin/SE with T/O Slots,
Staffing and Duties Performed

GENERAL

The responsibilities for planning and administering personnel and training activities for SE Division are distributed in the manner described in the duties indicated below between (1) the Chief, Admin, who acts as PER Officer, Security Officer, and Contract Approving Officer, (2) the Chief of Personnel and Training, who handles matters pertaining to T/O's, Staff Employees, and training, and (3) a GS-11 Personnel Officer in the Office, Chief/Admin who is responsible for processing and records involving [REDACTED], Contract Agents and Staff Agents.

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Approximate number of Personnel Serviced

Headquarters
Field Staff Employees & Staff Agents
Military, Headquarters
Military, Field

25X9A2

Total

25X9A2

*It is indicated that the new T/O ceiling of SE (headquarters and field) will total [REDACTED], of which [REDACTED] will be military and [REDACTED] on project T/O's.

Present T/O - Personnel & Training, SE

<u>Position No.</u>	<u>Grade & Title</u>	<u>Incumbent</u>	<u>Grade of Incumbent</u>
36	GS-13 Personnel Officer	[REDACTED]	GS-13
37	GS-11 Personnel Officer	[REDACTED]	GS-11
38	GS- 9 Personnel Assistant	[REDACTED]	GS- 7
39	GS- 5 Secretary-Steno	***	
40	GS- 4 Clerk-Typing	****	

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**Reports to and works in immediate office of the Chief, Admin/SE.
***Position as such is vacant - Work is performed by GS-6, Admin. Asst. in Office of Chief, Admin., Slot No. 34, GS-7, Admin. Asst.
****Performs clerical duties in connection with activities indicated for Position No. 37, and works with Mr. [REDACTED].

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Duties of Individuals Working in Personnel & Training Section

Position No. HD-36, GS-13 Personnel Officer

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Incumbent - [REDACTED] same title and grade as slot.

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Actual duties now being performed: Serves as Acting Chief of Administration in absence of Chief, performs liaison with Career Service Board Secretariat; serves as Division Training Officer, processes reassignment promotion and resignation actions of Staff Employees, interviews SE applicants, supervises GS-7 Personnel Assistant and GS-6 Admin. Assistant.

Position No. BD-38, GS-9 Personnel Assistant

25X1A9a Incumbent - [REDACTED], GS-7 Personnel Assistant

Actual duties now being performed: Responsible for maintenance of Staff Employee and Military Personnel records, preparation of forms SF-52 Request for Personnel Action, personnel reports and routine correspondence.

Position No. BD-34, GS-7 Administrative Asst. (on T/O of Office of Chief but functioning in Personnel and Training Section)

25X1A9a Incumbent - [REDACTED], GS-6 Administrative Asst.

Actual duties now being performed: Assists in the maintenance of personnel records (Staff Employees and military). Prepared Forms SF-52, assists in the preparation of personnel reports and statistics, provides stenographic and clerical assistance.

Duties of Individuals Working in the Office, Chief/Admin/SE

Position No. BD-37, GS-11 Personnel Officer

25X1A9a Incumbent - [REDACTED]

Actual duties now being performed: Advises case officers and Branch Chiefs on Contract Personnel Matters, reviews check sheets for Chief/Admin; processes contracts with Agency Contracting Officer. Briefs Contract Personnel on rights, privileges, benefits, pay matters, and general contract provisions. Processes all Staff Agent Contracts and [REDACTED] including preparation of SF-57, ISF-34 and memoranda. Maintains file folders and other records on all (126) covert personnel.

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Position No. BD-40, GS-4 Clerk Typing

Incumbent -

Actual duties now being performed: Assists in the maintenance of records and files on contract personnel, [REDACTED] and all other matters handled by incumbent of position above. Provides miscellaneous clerical and typing assistance in the processing of actions, preparation of documents, maintenance of files and preparation of reports.

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SF-50 and/or SF-52 PERSONNEL ACTIONS

(June, July and August 1953)

SEA AREA DIVISION

TYPE ACTION	TOTALS	June	MONTH July	August	AVERAGE
TOTAL	<u>76</u>	<u>24</u>	<u>30</u>	<u>22</u>	<u>25</u>
Appointment	8	3	4	1	3
Reassignment	36	8	18	10	12
Promotion	16	8	4	4	5
Conversion	2	-	-	2	1
Name Change	2	-	-	2	1
Resignations	4	2	1	1	1
Maternity Leave	-	-	-	-	-
INOP	5	2	2	1	2
25X1C4a [REDACTED]	2	-	1	1	-
Return to Duty	1	1	-	-	-
Other	-	-	-	-	-

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Major Records Maintained By Personnel and Training Section, SE

1. Individual Personnel Files - (of Staff Employees) Divided file folders, of the type used in the Personnel Office, containing documents divided into four groups - personnel actions, travel and finance, training and general correspondence.
2. Position Inventory Record - In lieu of a position inventory record of cards such as the widely used OF Form 4b or Standard Form 7, the SE record consists of a typewritten list of T/O slots with incumbents or changes written in as actions occur. Forms OF-4b supplied by the Personnel Office are not used but are being held until such time as the card record can be set up.
3. Alphabetical Locator Card - 3x5 card record indicating name, career designation, grade, date of grade, station, return date, T/O slot number occupied, actions pending, location of incumbent (TDY hq., etc.).
4. Pseudo File - Standard three part system of 3x5 cards.
5. Miscellaneous Reports File - Copies of personnel reports prepared on T/O situations, strength, career service and similar data.

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FUNCTIONS OF SE PERSONNEL AND TRAINING

FUNCTIONS TENTATIVELY RECOGNIZED AS PROPERLY PLACED

IF CENTRALIZED IN PERSONNEL & TRAINING SECTION/SE

1. Maintenance of current information and status of T/C's and Position Inventory Records (normally Forms OF 4b - in the instance of SE, Presently only a typewritten list).
2. Coordination and review of the Personnel Evaluation Reports.
3. Coordination and review of Contract Agent Check Lists.
4. Servicing and support of Career Service Board Activities by:
 - a. Providing advance information on returning personnel.
 - b. Providing summary information on numbers, grades, dates of grades, location, etc., of personnel by career category.
 - c. Maintaining control and follow-up on the application of training prescribed by Career Service Board Actions.
 - d. Preparation and processing of SF-52 and such other supporting papers as may be required to accomplish personnel actions and maintain current information on status of such actions. (Including [REDACTED], Staff Agents and military personnel.)
5. Briefing of employees prior to overseas movement. (Supplemental to briefing provided by Central Processing.)
6. Corresponding with elements of the SE Division, headquarters and field, on matters of inquiry, policy interpretation and procedural instruction.
7. Providing routine personnel advice and assistance to SE personnel.

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